

83-4178/2

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Status of Quality of Life Program

FROM: C/LSD/OL
3E14
HQS

EXTENSION

NO.

OL 10156-83

DATE

4 NOV 1983

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT

1. D/L
2C02

2.

3. eo/ DDA
7D24
HQS

18 NOV 1983

8 NOV 1983

9 NOV 1983

6.

7.

8.

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10.

11.

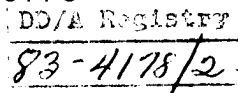
12.

13.

14.

15.

DDA REGISTRY
FILE 45-4



4 NOV 1983

MEMORANDUM FOR: Deputy Director for Administration
VIA: Director of Logistics
FROM:
Chief, Logistics Services Division, OL
SUBJECT: Status of Quality of Life Program

STAT

The Logistics Services Division has implemented actions to get the "Quality of Life" program off the ground in as rapid and orderly manner as possible. In order of priority the following actions have been instituted:

a. Cafeteria -

The GSI consultant is ready to meet with us at your convenience to discuss his plan, show us samples of floor coverings and furniture, and discuss estimated costs.

b. Gymnasium -

(1) Work requests have been passed to Headquarters Engineering Branch to conduct a survey to upgrade the lighting in the gym and track area and to install air handlers in the exercise room.

(2) Requisitions have been processed to procure the exercise equipment, mirrors and the 300 lockers to replace the current hook and bag procedure.

(3) The Division has been in contact with vendors to obtain price quotations for the running track and flooring for the gym area.

c. OMS Office -

An OMS contact has been identified for coordination of all proposals. Meetings are scheduled for determining quantity and layout of waiting area seating.

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d. Ground Floor -

(1) A program has been started in conjunction with GSA to try new wooden bumpers in the F and H corridors on the ground floor as a test case. In addition, Deputy Chief, Logistics Services Division (DC/LSD), OL, will be visiting an IBM installation in Charlotte, North Carolina, which has a similar ground floor operation (pedestrian/industrial) to get their ideas as to bumpers and traffic flow.

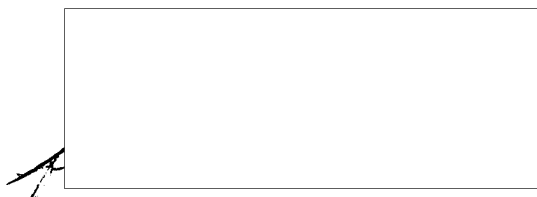
(2) The installation of the second handicapped doors at the Northeast Entrance has been started.

(3) The Division is looking for a painting contractor from the GSA preferred bidders list to paint the ground floor.

(4) The replacement of the tile floor will be discussed by DC/LSD during his trip to IBM.

e. Upgrade Women's Lounge Area - No action has started as yet.

f. Tunnel Repair - GSA is planning to install an additional drain on the outside of the tunnel sometime in November.



STAT